



Training for the Child and Adult Care Food Program

Child and Adult Nutrition Services

Hello and welcome to the webinar! During this session we will be going over the new iCAN web-based application process for the Child and Adult Care Food Program. As you know, iCAN is a new system to the state of South Dakota. We are very excited about this process and hope that you will find the system to be user friendly and much more convenient than the paper-based system that we have always used here in South Dakota.

This system will be used for applications and claims. The claims side of the website is not quite ready at this time. Training will be provided on the claims to those that are interested when the time comes for using iCAN to submit claims for reimbursement.

Let's get started!

Logging in to the System

Returning Users: Log On

User ID:

Password:

Log On

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)

Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

- If you have questions regarding iCAN, please send an email to DOE.iCANhelp@state.sd.us.
- USDA Foods: For November delivery, Ordering **OPENS September 22** and **CLOSES 9am CT September 29**.
- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- South Dakota is an equal opportunity provider and employer.

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The first step of the process will be to log into the system. At the end of this session we will give you the URL for the website. We'd like you to sit back for now and listen rather than trying to fill out the application while we are going over the details of the system.

The screen you are seeing now is the log in screen. This is where you will always begin. It is a screen that is used for all of the nutrition programs that our office works with. You may see messages on this screen that do not apply to your agency. If so, just ignore those messages. If you wonder if the message does apply to you, feel free to contact our office.

This page is a public site. Anyone can get to this screen. However, only authorized users will be able to log in. Authorized users are assigned a User ID through our office. At this point, Cheriee Watterson and/or Sandra Kangas are authorized to issue User IDs. If you feel you need a User ID, you will need to contact one of these individuals by calling the main office at (605) 773-3413 to request a User ID and temporary password.

Once you have your User ID and temporary password, you will enter those into the fields on the screen and then click log on.

Logging in to the System

Your current password has expired. You must reset your password before you can continue.
Please reset your password now.

Please enter your new password and re-enter your new password to verify it. Click Save to continue.

New Password:

Re-Enter New Password:

Your password must comply with the following rules: 1) at least 10 characters long, 2) at least 1 number, 3) at least 1 special character (\$,%,^,&,+,=), and 4) cannot contain your user name.

The first time you log in, you will be required to change your password. The CANS staff will not have access to this password. If you forget the password you can call the main office at (605) 773-3413 to request that your password be reset. At that time you will once again be prompted to change your password. Please keep your password confidential!

The password requirements are listed here: (read slide).

Logging in to the System



Click on Child and Adult Care Food Program (green button)

You will only see this screen if your agency operates two or more of the Nutrition Programs listed.

This is the first screen once you log in. However, if your agency only operates the Child and Adult Care Food Program you will bypass this screen completely. This screen is tied to the agencies that are associated with your User ID. If your agency participates in any of the other programs listed then you will see this screen. If that is the case then you will need to click on the green CACFP button on the top right.

As a note, you will not have access to buttons that are not associated with your User ID.

Content Overview



We will begin this session by going over a summary of the content you will find within the system.

The first button along the top left is for applications. This is the link that you will click to get to the application forms.

Content Overview



Claims will come on at a later date. We will train on this at that time.

The second link along the top left side of the screen is the Claims link. This is the link that you will click on to get to the claims forms. Since this training will not cover the process for completing the claims we will not be going into any further detail about the claims at this point in time.

The next button is for reports. This is used by the state office and you likely will not have access to this. If there are any local level reports that are needed, this link could be used for that purpose. We will not be covering these during this session as there are not currently any reports accessible to local agencies.

Content Overview



The next link over is the security link. This is where you would go if you wanted to change your password.

Content Overview



Most useful when your user ID is associated with more than one sponsor.

The last link in this section is the search option. It is not likely that this will be too useful to most agencies. This may not even show up for you. Users that have a User ID that is associated with more than one agency would use this option to switch between one agency and the other. So, for example, if you worked at two different centers and you have access to the iCAN system at both centers, then both of these agencies would show up under the search option. This only applies for a very limited number of CACFP users. Agencies that have more than one site that all fall under one agency "umbrella" do not need to worry about this. This only applies if there are different local agency numbers (FEIN, Vendor, etc.) that are associated with the different agencies. We are not talking about agencies that have multiple sites but rather Users that work in multiple agencies.

Content Overview



Moving over the right side of the screen you will see a link that will allow you to change the program year that you are working in (or more likely viewing). Prior years will be in view only mode in most cases. However, when you are completing a renewal in future years you will be able to see and modify the current year and the upcoming year. Due to the lack of data at this point in time, the prior year's data for your agency will be in view only mode. You will not be able to modify any data from the 2013-2014 program year. You would never be able to modify data from the 2nd prior year. That will always be in view only mode.

Content Overview



The second link is an online help manual. You can click on this link to look up answers to questions you may have. The Sponsor User Manual will also be a good place to go if you have questions. You can also send an email to the iCAN help address. I will give you that on a screen later in the presentation. Someone will be assigned to check that email box on a regular basis to make sure that questions are addressed. However, I would recommend that you contact me by email directly since I check my email much more frequently that that box will be checked.

Content Overview



The last button I will mention is the log out button. It is good to always log out of the program when you are done. All changes that are made while you are logged in will be tied to your User ID. You don't want someone else to be able to log in and make changes using your User ID.

Application Process



We will specifically talk about the application at this point. As I indicated earlier, you will click on the first link along the top left side of the screen.

Application Process



The screenshot shows the 'Child and Adult Care Food Program' section of the South Dakota Department of Education website. The page has a blue header with navigation links: Applications, Claims, Reports, Security, and Search. On the right, there are links for Year, Help, and Log Out. Below the header, there is a green bar with 'Applications >' on the left and 'Program Year: 2014 - 2015' on the right. The main content area contains a table with two columns: 'Item' and 'Description'.

Item	Description
Application Packet - Center	Center Application Packet
Application Packet - DCH Sponsor	DCH Sponsor Application
Download Forms	Forms for Downloading - CACFP
Annual Audits	Annual Audits

The application options will then open on your screen.

- 1) The first link is a link that you would open to start an application for center-based CACFP agencies. This is the application that we will be covering specifically in this session.
- 2) The second link is a link that you would open to start an application for home-based CACFP. This application is similar but separate from the center based sponsors. We will have a separate session for the areas that are specifically for day care home sponsors. Sponsors of Day Care Homes will be notified of those training dates/times.
- 3) The third link is a link you can go to if you need sample forms. For example, free and reduced price meal applications, income guidelines, civil rights data collection, publicly funded programs chart, etc.
- 4) The third is a link to the annual audits form. If your agency is required to have a financial audit completed, this is where you would go to enter the details from the audit. Phyllis Tomkiewicz can answer your questions related to the audit. Since the vast majority of agencies are not required to complete the audit form we will not use this time to go over that form in detail.

Application Process



Form ID	Description	Last Modified	New Sponsor?
CACFP - Centers (16)			
Annual Certification Statement	Annual Certification Statement for Renewals	09/23/2014	N
At Risk After School Meals	At Risk After School Meals Documentation	09/23/2014	Y
CACFP Agreement	CACFP Agreement Narrative	09/23/2014	Y
Certificate of Authority	Certificate of Authority	09/23/2014	Y
Civil Rights Data Collection	Civil Rights Data Collection	09/23/2014	Y
F/RP Packet	Free and Reduced Meal Packet for Centers	09/23/2014	Y
Income Eligibility Guidelines	Income Eligibility Guidelines	09/23/2014	Y
Management Plan - IC	Management Plan for Independent Centers	09/23/2014	Y
Management Plan - SO Centers	Management Plan for Sponsors of Centers	09/23/2014	Y
Management Plan Update	Management Plan Update	09/23/2014	N
Multi State Operations	Multi State Operations	09/23/2014	Y
Notification for F/RP Meals	Notification Letter for Free and Reduced Price Meals	09/23/2014	Y
Policy Statement - Centers	Policy Statement for Independent Centers and Center Sponsors	09/23/2014	Y
Public Release Forms - Centers	Public Release Forms for Centers	09/23/2014	Y
Public Release - State Issued	Public Release for Renewing Agencies - State Issued	09/23/2014	Y
Publicly Funded Programs	Publicly Funded Programs	09/23/2014	Y

This is a list of the current downloaded forms. This list will be updated as needed for each program year. If you feel that additional forms should be available on this website, please let me know and I will see if we can get those posted. Many of these downloaded forms will also be available when you get to the checklist items within the application. We will address those later in this session.

Application Process

Child and Adult Care Food Program

Applications | Claims | Security | Search

Year | Help | Log Out

Program Year: 2014 - 2015

Download Forms

View:

Form ID	Description	Last Modified	New Sponsor?
CACFP - Centers (16)			
Annual Certification Statement	Annual Certification Statement for Renewals	09/23/2014	N
At Risk After School Meals	At Risk After School Meals Documentation	09/23/2014	Y
CACFP Agreement	CACFP Agreement Narrative	09/23/2014	Y
Certificate of Authority	Certificate of Authority	09/23/2014	Y
Civil Rights Data Collection	Civil Rights Data Collection	09/23/2014	Y
F/RP Packet	Free and Reduced Meal Packet for Centers	09/23/2014	Y
Income Eligibility Guidelines	Income Eligibility Guidelines	09/23/2014	Y
Management Plan - IC	Management Plan for Independent Centers	09/23/2014	Y
Management Plan - SO	Management Plan for Sponsors of Centers	09/23/2014	Y
Management Plan Update	Management Plan Update	09/23/2014	N
Multi State Operations	Multi State Operations	09/23/2014	Y
Notification for F/RP Meals	Notification Letter for Free and Reduced Price Meals	09/23/2014	Y
Policy Statement - Centers	Policy Statement for Independent Centers and Center Sponsors	09/23/2014	Y
Public Release Forms - Centers	Public Release Forms for Centers	09/23/2014	Y
Public Release - State Issued	Public Release for Renewing Agencies - State Issued	09/23/2014	Y
Publicly Funded Programs	Publicly Funded Programs	09/23/2014	Y

To go back to applications you can click on the word applications in the bread crumb trail. This trail will always be available to take you back to a previous part. Use this or the button at the bottom of some screens that say “back” rather than using the back button on your internet browser.

Application Process



Clicking on applications will bring you back to this screen. Next we will go into the actual application forms. You will click on Application – Center (in most cases). For those of you that also sponsor homes, or only sponsor homes, the process will be the same for that application.

Content Overview

Child and Adult Care Food Program

Idaho DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Program Year: 2014 - 2015

CACFP Sponsor Search

Search for Sponsors

Agreement Number: Packet Status:

Sponsor Name: Field Service Rep:

Vendor Number: Packet Assigned To:

FEIN: Program Status:

County: Program:

Sponsor Status: **Search**

Sponsors Found: 26

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
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You should only see this screen if your log in information is tied to another sponsor (agency). We have very few instances of this happening.

Clicking that MAY take you to this search screen. As I had indicated previously, this screen is for Users whose IDs are tied to more than one sponsor (such as mine was for testing and training purposes). You may not even see this screen. If you do, just click on the word “search” and it will bring up a list of agencies (or sponsors) that you have access to. You could use the search fields but since the list is only going to populate two or three agencies it would not be necessary. I will show you an example of that next.

While I am on this screen I do want to mention that you will notice that the Program Year is now displayed in the green row. This will be important for you to be aware of – especially if you are trying to look at, update, etc. the information from a different program year. It is my understanding that this will always default to the most current year that has been “opened” for sponsors to view or access. Right now it will always default to 2014-2015 until the forms for the 2015-2016 are ready to be completed.

Again, this screen won’t be seen by many sponsors. However, the program year will be displayed on the screens from this point forward.

Application Process – Sponsor Search

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Program Year: 2013 - 2014

CACFP Sponsor Search

Search for Sponsors

Agreement Number: Packet Status:

Sponsor Name: Field Service Rep:

Vendor Number: Packet Assigned To:

FEIN: Program Status:

County: Program:

Sponsor Status:

Sponsors Found: 1

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
7050101(C)	Hearts in Motion	Approved	09/26/2014	09/26/2014	

This is how the list of sponsors will generate. Any agency / sponsor that is tied to your user name will appear at the bottom of the screen. Click on the blue and it will take you to the information tied to that sponsor/agency.

Application Renewal Process

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications >

Select Program Year

7050106 Status: Active
Hearts in Motion Productions
No address on file for this year

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
NEW! 2014 - 2015	10/01/2014 - 09/30/2015	Application Packet on File
2013 - 2014	10/01/2013 - 09/30/2014	Not Started
2012 - 2013	10/01/2012 - 09/30/2013	Not Started

< Back

After you clicked on the agency name you will most likely come to a screen that looks like this. You will find the 2014-2015 application at the top with the word “new” next to it. The other program years will be available in view only format. Most of the data that this system collects was not maintained electronically in previous years so we were not able to populate the data into this system. You should be able to view the data that is there but you will not be able to modify it. You need to know that the information will appear very incomplete from the previous years at this point.

Application Renewal Process – Enroll in New Year

The screenshot shows the 'Child and Adult Care Food Program' application page. At the top, there's a navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. Below this, a breadcrumb trail reads 'Applications > Application Packet - Centers >'. The 'Program Year: 2014 - 2015' is displayed in the top right. The main content area is titled 'Application Packet' with a yellow highlight on 'Sponsor of Affiliated Sites'. Below this, a table lists application details for 'Hearts in Motion' (ID: 7050106, Status: Active, Address: 2012 NE Oak Drive, Mitchell, SD 57301). To the right, a summary table shows 'Packet Submitted Date', 'Packet Approved Date', 'Packet Original Approval Date', and 'Packet Status: Not Enrolled'. A message states 'The Sponsor has not started in the current year (2015). Click 'Enroll' to enroll for this year based on your prior year's information.' At the bottom, there are 'Enroll' and 'Cancel' buttons.

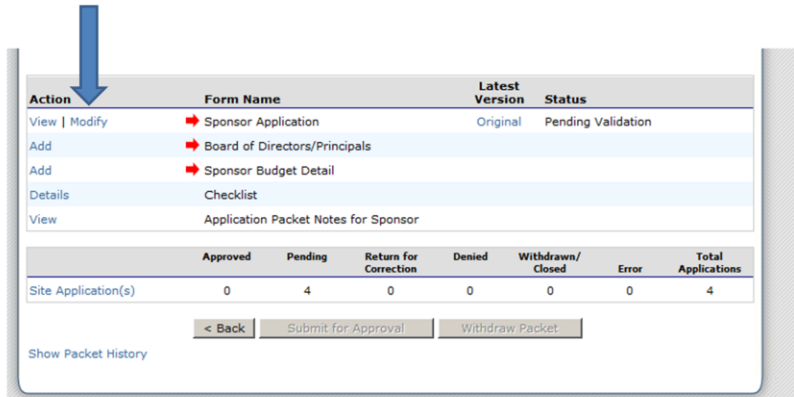
The top will indicate your type of agency currently on file. This may say Independent Center or Sponsor of Unaffiliated Centers accordingly. This is just a screen shot of a Sponsor of Affiliated Sites.

After you click on the 2014-2015 program year (or any new year in the future) you will get this screen. You need to click on enroll to get to the forms for the upcoming program year. This only applies to renewing sponsors. New sponsor will not see this screen.

I also want to mention that the section highlighted in yellow will indicate the type of organization that your agency is approved as. This will be Independent Center for most of you. Those that have more than one center would be shown as a Sponsor Affiliated or Unaffiliated Sites (or both). Right now we only have affiliated sites in South Dakota.

So, you will click on Enroll...

Application Renewal



Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Add	➔ Board of Directors/Principals		
Add	➔ Sponsor Budget Detail		
Details	Checklist		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	4	0	0	0	0	4

[< Back](#)
[Submit for Approval](#)
[Withdraw Packet](#)

[Show Packet History](#)

And then this screen will open. You will always want to start with the Sponsor Application. Everything builds upon that. You will see the words “pending validation” if your agency was approved for participation in 2013-2014. There will be a few instances when that is not the case. Those agencies are agencies that applied for and/or were approved for participation after the list of current sponsor was given to the computer company (in early April 2014). I believe there are about 4 agencies that will see different words but the process is essentially the same. New agencies just won’t have any data that pre-populates this year. Renewing sponsors will have a little bit of information that does pre-populate (names, addresses, possibly approved meal types, etc.). Largely everyone will be starting basically from scratch this year.

So, click on Modify.

Sponsor Application - Addresses

Version: Original

Sponsor Description

FEIN 12-3245659	Type of Sponsor For Profit Organization	Type of CACFP - Centers Organization Sponsor of Affiliated Sites
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1. Are all of your organization's CACFP participating sites located in the same building? ☐ Yes ☒ No

2. Does your organization operate the CACFP in any other state(s)? ☐ Yes ☒ No

Name of State(s):

Addresses

Street Address

3. Address Line 1:

Address Line 2:

4. City:

5. State: Zip:

6. County:

Mailing Address

☐ Mailing Address is the same as the Street Address

7. Address Line 1:

Address Line 2:

8. City:

9. State: Zip:

Some information will populate. More will be there next year!

This will bring you to the screen that will collect basic information about your organization as a whole.

First they will ask some basic questions about your operation and your location. Some of this information will populate. More of it will pre-populate in future years!

These questions must be completed. The only exception is that we don't need you to fill out anything on the Address Line 2 if there is nothing to record there (such as a suite number, etc.).

Sponsor Application - Contacts

Contacts

Authorized Representative

The Authorized Representative must be an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Certificate of Authority.

10. Name: Salutation: First Name: Last Name:

11. Date of Birth: (mm/dd/yyyy)

12. Email Address:

13. Phone: Ext: Fax:

14. Cell/Alt Phone:

15. Title:

Executive Director/Owner

☐ Executive Director/Owner is the same as the Authorized Representative

16. Name: Salutation: First Name: Last Name:

17. Date of Birth: (mm/dd/yyyy)

18. Email Address:

19. Phone: Ext: Fax:

20. Cell/Alt Phone:

21. Title:

Then there will be questions about contact information. The names, dates of birth, phone numbers, and titles are all required fields.

The Authorized Representative is the person who has been authorized to enter into this agreement. There is a form that you will need to attach (or send in) if you make a change to this position.

We are required to collect this information for the Executive Director.

Sponsor Application – Contacts (continued)

Claim Contact

☐ Claim Contact is the same as the Authorized Representative

	Salutation	First Name	Last Name
22. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
23. Date of Birth:	<input type="text"/>	(mm/dd/yyyy)	
24. Email Address:	<input type="text"/>		
25. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
26. Cell/Alt Phone:	<input type="text"/>		
27. Title:	<input type="text"/>		

Program Contact (Optional)

The Program Contact is an individual who has been authorized to act on behalf of the Sponsor.

☐ Program Contact is the same as the Authorized Representative

	Salutation	First Name	Last Name
28. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
29. Date of Birth:	<input type="text"/>	(mm/dd/yyyy)	
30. Email Address:	<input type="text"/>		
31. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
32. Cell/Alt Phone:	<input type="text"/>		
33. Title:	<input type="text"/>		

The Claim Contact is the person who will be responsible for completing the claims for reimbursement. The same information is required for this position.

I will mention briefly here that there are boxes that you can check if the contact information for any position is the same as the information you completed for the Authorized Representative.

The fields for Program Contact are optional but if any field is completed then it will require you to fill out all of the fields. These fields are useful when one person is authorized to sign the agreement but they delegate most of the program duties/correspondences/etc. to another individual.

Sponsor Application – Contacts (continued)

Food Service Director			
<input type="checkbox"/> Food Service Director is the same as the Authorized Representative			
	Salutation	First Name	Last Name
34. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
35. Date of Birth:	<input type="text"/> (mm/dd/yyyy)		
36. Email Address:	<input type="text"/>		
37. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
38. Cell/Alt Phone:	<input type="text"/>		
39. Title:	<input type="text"/>		

The last contact is the Food Service Director. The same fields will be required for this position.

Sponsor Application – General Questions

General Questions

40. Pricing method used by Program:

41. Determining Official
This person processes applications and makes eligibility determinations.
Name/Title:

42. Hearing Official
This person shall ensure that all required provisions of the appeal process are followed. The hearing official must be someone not involved in making the determination under appeal or any previous conference.
Name/Title:

* Hearing Official must be in a position higher than the Determining Official.

- If any of your sites charge a fee for any meal type and/or any age group then you operate a pricing program (even if some sites , meals, and/or ages are not charged for meals).
- #41 and #42 are only required for pricing programs.

After the contacts there will be some general questions about your pricing policies. If your agency has any sites that charge a separate fee for any meal then you are a pricing program. Questions #41 and #42 are only required if you are a pricing program. I believe they have recently added notes about that to the website.

Sponsor Application – Certifications

Certification

Federal regulations require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? ☐ Yes ☐ No

NOTE: Principal means any individual who holds a management position within or is an officer of the sponsor, including all members of the sponsors board of directors.

Publicly funded means money that is received from a local, state, or federal governmental agency.

If yes, as part of your management plan, submit a listing of the publicly funded programs in which the sponsor and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the sponsor or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements? ☐ Yes ☐ No

3. Has the sponsor or any of the sponsor's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? ☐ Yes ☐ No

NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.

If yes, as part of your management plan, attach a detailed explanation.

The last part of the sponsor application are the certification questions. All three of these questions must be answered. Read them carefully and then answer yes or no. If you answer yes to any of them then additional information must be submitted as part of the application. A yes answer to #1 will generate a checklist item which we will talk about later.

Sponsor Application – Certifications (continued)



The sponsor/local agency agrees to:

- abide by federal regulations, state and federal instructions, guidance, policies, agreements and amendments to agreements applicable to the Child and Adult Care Food Program including the CACFP agreement and policy statement.
- assume responsibility for all facilities included in this application.
- comply with civil rights requirements (including use of the required nondiscrimination statement in any materials and/or advertising done by the local agency which makes reference to the CACFP and/or admissions).
- abide by the management plan submitted with the application unless amendments are submitted and approved. The management plan will be submitted to Child and Adult Nutrition Services for approval prior to implementation of any major changes.
- follow the budget as approved. Any major budget changes will be submitted for approval prior to implementation.
- submit a new policy statement to Child and Adult Nutrition Services for approval with a change occurs.
- maintain appropriate records to document compliance with Program requirements, approved applications (including amendments), accounting records, and appropriate records on facility operations.
- arrange to have an audit conducted in accordance with the provisions of the Federal Office of Management Budget Circular A-128 or A-133 if receiving \$500,000 or more from all federal sources.

On behalf of the Sponsor/Local Agency I hereby certify that:

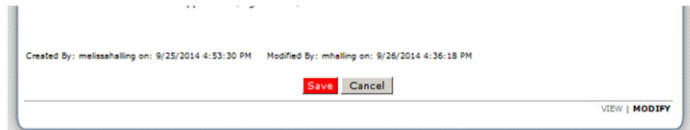
- under penalty of perjury that the information on these application forms is true and correct, and I will immediately report to the State Child and Adult Nutrition Services office any changes that occur to the information submitted.
- the governing body is informed of, and assures accordance with, all terms and conditions of this application, agreement, and amendments (where applicable).
- neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

On behalf of the Sponsor/Local Agency I understand that:

- the submission of false information to the state agency is grounds for termination or denial from the Child and Adult Care Food Program.
- this information is being given in connection with receipt of federal funds. The Child and Adult Nutrition Services office may verify information and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.
- our agency is required to report to Child and Adult Nutrition Services any changes that we need to make to this application, agreement, and all attachments.

Finally, the certification statement must be checked. Read this and check the box.

Sponsor Application - Save



Created By: melissahalling on: 9/25/2014 4:53:30 PM Modified By: mhalting on: 9/26/2014 4:36:18 PM

[Save](#) [Cancel](#)

[VIEW](#) | [MODIFY](#)

When you are finished (or believe you are finished) click on save at the bottom of the page.

Sponsor Application - Errors

The screenshot shows a web application interface for the "Child and Adult Care Food Program". The header includes navigation links: Applications, Claims, Search, Security, and Search. The program year is set to "2014 - 2015". The application is titled "Child & Adult Care Food Program Sponsor Application for 2014 - 2015". The application ID is "7050101" and the status is "Active". The organization is "Hearts in Motion". A message states: "The Application has been saved with errors." Below this, a detailed error message explains that the information entered is either incomplete or not in compliance with the rules and regulations, and that all errors must be corrected before the application can be processed. At the bottom, there are two buttons: "< Edit" and "Finish".

Edit will take you back to application (with error messages)
Finish will save what you've done (for now). You will have to come back later to finish.

If there were any errors, you will receive this notice.

If you wish to view the errors or correct them, click on edit now. Or, if you want to come back to them later because you do not know the answers at this time (such as a date of birth is missing, etc.) then you can click Finish. You will not be able to submit your application though until this part has been completed without any errors.

Sponsor Application – Error Messages

Code	Error Description
301008	Sponsor Description - If your organization operate the CACFP in another state, the name(s) of the state(s) must be provided.
301010	Street Address - Street Address is required. Address Line 2 may be blank.
301020	Mailing Address - Mailing Address is required. Address Line 2 may be blank.
301050	Authorized Representative - Contact information must be completed.
301045	Executive Director/Owner - Contact information must be completed.
301044	Claim Contact - Contact information must be completed.
301043	Food Service Director - Contact information must be completed.
301113	Pricing method used by Program must be selected.
301301	Certification - Certification question 1 must be answered.
301302	Certification - Certification question 2 must be answered.
301304	Certification - Certification question 3 must be answered.
301300	Certification - The certification checkbox must be checked.

If you did click on edit to go back to view or modify the errors, you will get a summary of errors at the top of the page. This will tell you what the errors are. The error messages are not always extremely clear so feel free to contact our office if you are having problems figuring out what the error is.

Sometimes, there will be what we call fatal errors. If there are any fatal errors in the information you won't even be able to get to the saved with errors screen.

Sponsor Application – Fatal Errors

The screenshot displays the 'Child & Adult Care Food Program Sponsor Application for 2014 - 2015' form. At the top, it shows the application ID '7086101', status 'Active', and the organization 'Hearts in Motion'. A red banner labeled 'Fatal Errors' contains a message: 'The zip code entered is not a valid zip code. Please re-enter.' Below this, the 'Sponsor Description' section includes a table with fields for FEIN, Type of Sponsor, and Type of CACFP. Two questions follow regarding CACFP participation. The 'Addresses' section contains fields for Street Address, City, State, and County. In the 'City' field, the value 'Pierre' is entered. In the 'State' field, 'SD' is selected. In the 'Zip' field, '501' is entered, which is circled in red and has a red error icon next to it. The 'County' field shows 'Hughes (32)'.

FEIN	Type of Sponsor	Type of CACFP - Centers Organization
12-3245659	For Profit Organization	Sponsor of Affiliated Sites

1. Are all of your organization's CACFP participating sites located in the same building? ☐ Yes ☒ No

2. Does your organization operate the CACFP in any other state(s)? ☐ Yes ☒ No

Name of State(s):

Addresses

Street Address

3. Address Line 1:

Address Line 2:

4. City:

5. State:

6. County:

Fatal Errors will not allow you to exit the application. When you click on save, they will show up immediately requiring you to correct before it will save or exit.

Fatal errors will keep the application part open and will tell you what is missing. Fatal errors are tied to errors such as a zip code or phone number that does not have the correct number of digits or includes letters. Another example would be an email address that does not follow rules for an email ---@---.---

You will need to go in and correct these items before you log out or the information you entered will not be saved.

Application Saved – No Errors

The screenshot displays a web application interface for the "Child and Adult Care Food Program". The header includes the program name and the South Dakota Department of Education logo. A navigation bar contains links for Applications, Claims, Reports, Security, and Search. The main content area shows the application details for "Hearts in Motion" with ID 7050101 and status "Active". A message box states "The Application has been saved." and buttons for "< Edit" and "Finish" are visible at the bottom.

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

**Child & Adult Care Food Program
Sponsor Application for 2014 - 2015**

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

The Application has been saved.

< Edit Finish

Once all of the information has passed all of the edit checks, you will get a message that the application has been saved. Click on finish to go to the next step.

Board of Directors/Principals

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

**Application Packet
Sponsor of Affiliated Sites**

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	✚ Board of Directors/Principals		
Add	✚ Sponsor Budget Detail		
Details	✚ Checklist (8)		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

< Back | Submit for Approval | Withdraw Packet

Show Packet History

You will now notice that there is a green arrow next to Sponsor application and the words not submitted are listed next to the sponsor application.

Next we will complete the board of directors/principals information. Click on the word Add next to that line item.

Add Board Member/Principals

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search

Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

MODIFY

Center Board of Directors/Principals
Member List for 2014 - 2015

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pine, SO 57501

Version: Original

Action	Name	Board Position	Phone
Board of Director Members have not been entered.			

Certification

☐ TBD

Created By: mthaling on: 9/26/2014 5:05:36 PM

< Back | Save Certification | **Add Member** | MODIFY

- Every agency must complete the information for the Executive Director (or equivalent – Superintendent, Dean, Tribal President, etc.)
- All private, non-profits must complete the information for the Board President.

The board of directors screen will appear. When I took this screen shot the certification statement had not yet been added. The certification statement has since been added so you will need to scroll down to find this red Add Member button.

Additionally, there should be some instructions added to the top to explain who needs to be included on this list.

At a minimum, you must complete this section for the institution's Executive Director or equivalent.

- Tribal President for Tribal organizations
- Superintendent for Schools
- Mayor – for city owned centers
- Owners – for any for-profit organizations.

Additionally, if you are a private non profit, (501(c)3) then you must also complete this information for the board president.

To add a new member click on the Add Member button.

Add Board Member/Principal

Center Board of Directors/Principals - Member Information

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Board Member Information

1. Board Member Type:

2. Length of Time on Board:

3. Name: Salutation: First Name: Last Name:

4. Date of Birth: (mm/dd/yyyy)

5. Email Address:

6. Phone: Ext: Fax:

7. Occupation:

8. Current Employer:

Current Employer Address

9. Address 1:

10. Address 2:

11. City:

12. State: SD Zip:

Highlighted items are required.
Date of birth must show individual is 18 or older.

You will get to the following screen. The information highlighted in yellow is required information before you will be able to submit the application. Also, the date of birth will require that the individual be 18 years of age or older.

Add Board Member/Principal

Home Address

13. Address 1:

14. Address 2:

15. City:

16. State: Zip:

17. Is this member related to other board members or staff of this organization? ☐ Yes ☐ No

If **Yes**, please specify Name and Position held:

You must submit documentation that confirms your organization's governing body is aware of the organization's responsibilities and liabilities associated with participation in the CACFP.

Created By: mhall on: 9/29/2014 1:25:36 PM

VIEW | MODIFY

The last part of the add board member screen does require a home address. A home address is required by the Feds. You will be able to save this if you don't have the home address but you won't be able to submit it until it is error free.

You will also need to answer the question asking about family relationships with other board members/principals. If the answer is yes then the text box must be completed.

Board Member/Principal Errors

Child and Adult Care Food Program

Applications | Claims | **Boards** | Security | Search | Year | Help | Log Out

Applications > Application Packet - Centers >

Center Board of Directors/Principals - Member Information

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

The board member has been saved with errors.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the board member can be processed. You may correct the errors now by clicking '< Edit' or you may return to the board member later.

< Edit Finish

Again, the system will run edit checks and tell you if it was saved or save with errors. The fatal errors will also run again and not allow you to leave page until you have corrected those errors.

Board Member - Saved

The screenshot displays a web application interface for the South Dakota Department of Education. The main heading is "Child and Adult Care Food Program". Below this, there is a navigation bar with links: Applications, Claims, Reports, Security, and Search. On the right side of the navigation bar, there are links for Year, Help, and Log Out. The breadcrumb trail indicates the current location: Applications > Application Packet > Centers >. The main content area is titled "Center Board of Directors/Principals - Member Information". It shows a form with the following details: ID 7050101, Status: Active, and the organization "Hearts in Motion" located at 810 Governors Drive, Pierre, SD 57501. A confirmation message states "The board member has been saved." At the bottom of the form, there are two buttons: "< Edit" and "Finish".

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers >

Center Board of Directors/Principals - Member Information

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

The board member has been saved.

< Edit Finish

This message will appear when the board information has been saved without errors.

Board Member – Add or Save

- Mark Certification Box before Save Certification appears.
- Certification Box enabled after one board member/principal.

Version: Original

Action	Name	Board Position	Phone
View Modify	Jacely Pearson 818 Stevens Drive Pierre, SD 57501 DOB: 04/01/1956	Executive Director	(605) 224-0011

Certification

☒ On behalf of the Sponsor/Local Agency I understand that:

- the submission of false information to the state agency is grounds for termination or denial from the Child and Adult Care Food Program;
- Institutions and individuals providing false certifications will be placed on the National Disqualified List;
- this information is being given in connection with receipt of federal funds. The Child and Adult Nutrition Services office may verify information and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes;
- our agency is required to report to Child and Adult Nutrition Services any changes that we need to make to this application, agreement, and all attachments.

On behalf of the Sponsor/Local Agency I hereby certify that:

- the individuals listed above are the current board members for this sponsor/Local agency;
- we are in compliance with all applicable state rules regarding the governing board of corporations;
- neither the Sponsor nor its principal/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency;
- in the past seven years, neither the institution nor any of its principals are ineligible to participate in any of the previously listed publicly funded programs by reason of violations of the requirements of those programs or because of activities that indicated a lack of business integrity during that period. A lack of business integrity includes but is not limited to: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, or obstruction of justice;
- neither the institution nor any of its principals have been convicted of a criminal offense within the past seven years;
- neither the institution nor any of its principals have been associated with any organization terminated for failure to correct serious deficiencies, notices of serious deficiencies as prepared by the State Agency, and/or placed on the National Disqualified List;

Created By: mthaling on: 8/26/2014 5:05:36 PM Modified By: mthaling on: 8/27/2014 9:26:30 AM

[Back](#) [Save Certification](#) [Add Member](#) [MODIFY](#)

For additional board members, go back down and click the Add Member button again. Once all required board members/principals have been entered, you will need to click on the certification box (after you read the certification) and then the certification box will be enabled so you can save the certification and exit this part of the application.

Add Budget

Click on "Add" to bring up the Budget Section. You must complete the Budget Section each Application year.

Child and Adult Care Food Program

Applications | Claims | Security | Search | Year | Help | Log Out

Application Packet - Centers

Application Packet
Sponsor of Affiliated Sites

7050001 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors/Principals	Original	Pending
Add	✗ Sponsor Budget Detail		
Details	✗ Checklist (?)		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

< Back Submit for Approval Withdraw Packet

Show Packet History

You will now see that the board of directors/principals is ready which is indicated by a green checkmark. The red arrow is normally an indicator that there is a problem. The one exception to this is that the red arrow will appear at the site level even if the site application has been approved without errors.

Phyllis takes over...

Click on "Add" to bring up the Budget Section. You must complete the budget section each application year.

Budget

Click on "Worksheet" to bring up the Anticipated Reimbursement Worksheet

Budget Version: Original		Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. ANTICIPATED ANNUAL CACFP REIMBURSEMENT			
Number of sites anticipated for sponsorship			
1.	Projected Total Annual Revenue	\$	\$0.00
	Worksheet		
B. ANTICIPATED OPERATING EXPENSES			
Notes:			
* Requires prior approval from CANS office			
** Requires specific prior written approval from CANS office			
1.	Food for the CACFP in sponsored centers	\$	\$0.00
2.	Non-Food for the CACFP in sponsored centers	\$	\$0.00
3.	Salaries:		
3.1.	Food Service Personnel- Include Fringe Benefits	\$	\$0.00
3.2.	Administrator-Include Fringe Benefits	\$	\$0.00
3.3.	Clerical and Accounting-Include Fringe Benefits	\$	\$0.00
4.	Office Costs:		
4.1.	Printing (forms, handbooks, menus, mail count forms, newsletters, etc)	\$	\$0.00
4.2.	Postage (stamps, monthly postage meter charges, certified mail charges, etc)	\$	\$0.00
4.3.	Telephone (service, message service, long distance, toll free number, etc)	\$	\$0.00
4.4.	Supplies (any item with unit value of under \$500 or life expectancy of 1 yr or less)	\$	\$0.00
4.5.	Rent/Maintenance** (CACFP share of rent for office, storage, and cleaning contracts)	\$	\$0.00
4.6.	Equipment** (any item with a value of \$500 or greater)	\$	\$0.00
4.7.	Computers** (hardware, software, program development costs, etc)	\$	\$0.00

Click on " worksheet" to bring up the Anticipated Reimbursement Worksheet.

Reimbursement Worksheet

This is the same procedure process which was completed in the past.

Enter the Average Daily Population. For example if you have 20 daily enter 20. If you anticipate that you will have one gone each day enter 19.

Enter the number of days served during the application year. I.E. If you are open 265 days a year enter 265.

The total meals will calculate automatically..

The rate is preset in the system.

The Reimbursement will automatically calculate.

Complete the same steps for all meals served. Breakfast, Lunch, Snacks, Supper. If you do not serve a meal leave it as zero.

The screenshot shows a form titled "Anticipated Reimbursement Worksheet" with four sections: Breakfast, Lunch, Snacks, and Supper. Each section has a table with columns: Item, ADP, Days, Meals, Rate, and Reimbursement. The form includes a "Total" row at the bottom of each section and a grand total at the very bottom. Red arrows point from text boxes on the left to the ADP, Days, and Total fields in each section, and to the grand total field.

This is the same procedure process which was completed in the past.

Enter the ADP – average daily population. For example you have 20 children and you anticipate that you will have 19 there all of the time. You would enter 19.

Enter the Days in operation. If you are open 265 days a year, you would enter 265.

The total Meals will calculate automatically

The rate is preset and will automatically calculate the reimbursement.

Enter the information into all areas that you serve, Breakfast, Lunch, Snack, Supper. If you do not serve one of the areas. Leave a zero.

The Total at the bottom will automatically calculate.

Budget

The Projected Total Annual Revenue will automatically update from the Reimbursement Worksheet total.

Enter the anticipated food expense cost for the entire application year. Hint: If you operated last year you might want to use your food cost last year plus inflation factor and adjust for an increase or decrease in your anticipated ADP.

If the anticipated food expense IS equal to or greater than the Projected Total Annual Revenue, you are not required to complete any other expense information. If the anticipated food expense is NOT equal to or greater than the Projected Total Annual Revenue, you must complete the additional lines of expense until the total is equal to or greater than the Total Annual Revenue.

Budget Version: Original		Spencer Complete This Column	FOR STATE USE ONLY Approved
A. ANTICIPATED ANNUAL CACFP REIMBURSEMENT			
Number of sites anticipated for sponsorship			
1. Projected Total Annual Revenue		\$0.00	\$0.00
Worksheet			
B. ANTICIPATED OPERATING EXPENSES			
Notes:			
* Requires prior approval from CANS office			
** Requires specific prior written approval from CHAS office			
1. Food for the CACFP in sponsored centers			\$0.00
2. Non-Food for the CACFP in sponsored centers			\$0.00
3. Salaries			
3.1. Food Service Personnel* (Include Fringe Benefits)			\$0.00
3.2. Administrator (Include Fringe Benefits)			\$0.00
3.3. Clerical and Accounting (Include Fringe Benefits)			\$0.00
4. Office Costs			
4.1. Printing (forms, handbooks, menus, mail cover forms, newsletters, etc.)			\$0.00
4.2. Postage (airmail, movable postage meter charges, certified mail charges, etc.)			\$0.00
4.3. Telephone (service, message service, long distance, toll free number, etc.)			\$0.00
4.4. Supplies (any item with unit value of under \$500 or life expectancy of 1 yr or less)			\$0.00
4.5. Maintenance** (CACFP share of rent for office, storage, and cleaning contracts)			\$0.00
4.6. Equipment** (any item with a value of \$500 or greater)			\$0.00
4.7. Computers** (hardware, software, program development costs, etc.)			\$0.00

NOTE: If you have any contracts listed as expenses, you must attach a copy of the current signed, dated contract. The attachment is located directly below the Certification Section which we will discuss later.

The Projected Total Annual Revenue will automatically be brought forward from the Reimbursement Worksheet.

In Section B. 1. Enter the anticipated food costs for your CACFP Program. If the food costs expenses are equal to or greater than the Projected Total Revenue you may stop here.

If the anticipated food costs are less than the anticipated revenue continue to items 2 thru 4 until the total expenses indicated are equal to or greater than Projected Total Revenue.

If you have any contract expenses, you must attach a copy of the current signed, dated contract. The attachment is located directly below the certification section which we will address later.

This is a continuation of the budget information to be completed until the expenses are equal to or greater than the Projected Total Annual Revenue.

Budget

5. Utilities (only those or the portion of those charged to the CACFP)	\$		\$0.00
6. Equipment for Food Service			
6.1 Repair	\$		\$0.00
6.2 Replacement or Additions	\$		\$0.00
7. Contractual Services**			
7.1 Maintenance	\$		\$0.00
7.2 Trash Pick-up	\$		\$0.00
7.3 Exterminating	\$		\$0.00
8. Travel*			
8.1 Mileage / Per Diem for Training Workshops, Monitoring, etc.	\$		\$0.00
8.2 Training Workshop Costs (** if only a portion of the workshop covers the CACFP)	\$		\$0.00
8.3 Motel/Food involved with Training, Monitoring, etc.	\$		\$0.00
9. Other	\$		\$0.00
Total Anticipated Operating Costs		\$0.00	\$0.00
C. NET OPERATING AMOUNT			
1. Difference (A-B)		\$0.00	\$0.00

This slide is a continuation of the budget.

Budget

D. ADMINISTRATIVE EXPENSES		
1. Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	\$0.00
2. Facilities and Space	\$	\$0.00
3. Supplies and Equipment	\$	\$0.00
4. Purchased Services	\$	\$0.00
5. Financial Costs	\$	\$0.00
6. Media Costs	\$	\$0.00
7. Contracting Organization Cost	\$	\$0.00
8. Unaffiliated Facility Cost	\$	\$0.00
9. Other	\$	\$0.00
Total Administrative Costs		\$0.00

E. SUMMARY		
1. Total Expenses (Operating and Administrative)	\$0.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$	\$0.00
3. Total Other Income	\$	\$0.00
Explanation of Source of Other Income		
<div></div>		
4. Total Income (E2 + E3)	\$0.00	\$0.00

The two will automatically calculate.

If Total Other Income is greater than zero, you must explain what the source of other income will be to cover the excess expenses as compared to the Total Anticipated CACFP Reimbursement. In other words what income will you receive to pay the additional expenses?

Section E. Summary will automatically calculate. If the Total Anticipated Annual Reimbursement is LESS than the Total Anticipated Annual CACFP Reimbursement, item 3 Total Other Income will be greater than zero. If item 3 is greater than zero, you must complete the Explanation of Source of Other Income. In other words indicate the source of income that will be used to pay for the excess expenditures indicated in #3.

Budget

F. TOTAL ADMINISTRATIVE EXPENSES

7 CFR 236.6 limits center sponsoring organizations' administrative costs charged to CACFP to 15% of meal reimbursements.

Allowed Administrative Costs \$0.00 15.00 %

Waiver Requested? ☐

Source of Funds for Operating Costs (including food costs):

Certification

☐ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Child and Adult Nutrition Services any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Child and Adult Nutrition Services may verify information and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

Sponsors must account for the cost of operating a nonprofit food service. Attach a detailed budget itemizing each cost item.

Sponsors are required to disclose and identify any financial information that inhibits CANS from making an informed assessment of the suitability of a particular cost. If you have any expenses that require disclosure, attach a detailed explanation.

Actions	Notes	Version	Uploaded By
Add an attachment			

Created By: mhalting on: 9/27/2014 10:06:28 AM Modified By: mhalting on: 9/27/2014 10:06:28 AM

[Save](#) [Cancel](#)

VIEW | MODIFY

After you have completed the Budget Section, read the certification statement and check the box.

As indicated previously if you are required to add an attachment, click on the add an attachment and upload the file.

CLICK SAVE to save the Budget Information.

When you have completed the previous Budget items, read the Certification statement and check the box.

In the Document Attachments, click on the add an attachment for any support documentation that is required. I.E. contracts

Budget Errors

- The Budget section is not currently completing the correct edit checks.
- Errors are not populating as they most likely will be.
- No sample snips can be shown at this time.
- If not working, Phyllis will contact agency with questions on this section.

Site Application (skip checklist – for now)

Skip checklist items for now. Only the sponsor level items have populated.

More will populate at the site level.

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

Application Packet Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
 810 Governors Drive
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors/Principals	Original	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	✗ Checklist (7)		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

[Show Packet History](#) [Back](#) [Submit for Approval](#) [Withdraw Packet](#)

So, the next logical step would appear to be the checklist items. However, this list is currently only populating the sponsor level checklist items. It is better use of your time to come back to this later when all of the checklist items will have been populated. Note that there are currently 7 items. That number will be larger after completing the site application.

So, next we will go down and click on site applications.

Site List

Child and Adult Care Food Program
Application Packet - Site List for 2014 - 2015

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Action	Site #	Site Name	Type	Latest Version	Status
View Modify	0001	HIM 1	CC	Rev. 1	Pending Validation
View Modify	0002	HIM 2	AC	Rev. 1	Pending Validation

[Add Site](#)

Total Sites Enrolled: 2

[< Back](#)

Only the State office can add a new site. If you need to add a new site, contact the CANS office.

Clicking on that link will take you to a list of your sites. If you do not see a site, click on add site. That should populate a list of sites that have been approved within the past two years. If you do not see any sites there or do not see a site that you need to have this year, contact me and I will see if that is something I can do for you. At this point it has not been decided if I will have access to the add site option. If I cannot do this for you I can tell you who to contact.

Once you see the site you want to go into, you will click on modify. First, though you should notice that the words say pending validation. You will need to validate the site information every year. In future years most of the information will pre-populate. As noted before, some of the information that is collected here was not available in our prior electronic databases so we could not prepopulate the information for you this year.

Site Application

Child and Adult Care Food Program

Applications | Claims | Forms | Security | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2014 - 2015

VIEW | MODIFY

Child & Adult Care Food Program
Site Application for 2014 - 2015

7050101	Status: Active	0001	Status: Active
Hearts in Motion		HIM 1	
810 Governors Drive		810 Governors Drive	
Pierre, SD 57501		Pierre, SD 57501	

Version: Rev. 2

License / Registration Information

A1. Site Type:

Adult Care Center ☐

Child Care Center ☒

Child Care ☒ Outside School Hours ☐ Emergency Shelter ☐

Head Start ☐ At-Risk Afterschool Care Center ☐

Eligible School District:

A2. Tax Status:

If Other, please explain:

A3. License Number:

A4. License Effective Date:

A5. License Expiration Date:

A6. License Capacity:

Again, some information may pre-populate this year. Most information will pre-populate in future years.

Clicking on modify will take you into the site application with any information that has been prepopulated.

Now that the header is complete – I do want to draw your attention to one thing that I have not previously mentioned and that is the header bar. This header bar will nearly always be at the top of the page to show you the name of the agency (on the left). If you are within one of the site applications then the name of the site will be on the right side.

First you will mark the type of site that this is....child care, head start, outside school hours, emergency shelter, etc. Note, the site can be marked for multiple types.

If you mark that you are an at-risk site then you will need to enter the name of the eligible school district. If you don't know this you can contact me and I can give you that information.

Then you will need to answer most of the questions on this part. If your license does not expire then you won't need to add anything in that field. If you do not have a license (Head Start for example) then you will not be required to complete that field.

Site Application

A7. Age Range of Participants Meals will be From: Yrs Mos To: Yrs Mos
Claimed For:

A8. Will you be claiming meals for infants under 12 months old? ☒ Yes ☐ No

A9. Provide brand of formula.

Street Address

A10. Address Line 1:
Address Line 2:

A11. City:
A12. State: Zip:
A13. County:

Mailing Address

☐ Mailing Address is the same as the Street Address

A14. Address Line 1:
Address Line 2:

A15. City:
A16. State: Zip:

Directions

A17. If no street number, enter driving directions to your site from the nearest highway.

Center Information

The system will then ask questions about the ages of participants in care and the location of the site. Again, most of these fields are required. If there is not a specific site address, put in something on Address Line 1 and then give specific directions to the site in the text box below. Address Line 2 is not a required field.

Site Application

Center Information

A18. Affiliation: ☒ Affiliated ☐ Unaffiliated

Affiliated means the sites are part of the Sponsor organization.
Unaffiliated means the sites are not part of the Sponsor organization.

A19. Unaffiliated site will make meal counts and menu records available to the Sponsor by the following date of each month:

A20. Has this site previously participated in the CACFP under a different sponsoring organization or as an independent center? ☐ Yes ☒ No

If yes, provide previous Sponsor's name or Independent Center's name, FEIN, and participating dates:

Center Contact - Person in charge of this center on a daily basis

	Salutation	First Name	Last Name
B1. Name:	<input type="text"/>	<input type="text" value="Jacey"/>	<input type="text" value="Pearson"/>
B2. Email Address:	<input type="text"/>		
B3. Facility Phone:	<input type="text" value="(605) 224-0011"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
B4. Cell/Alt Phone:	<input type="text"/>		
B5. Title:	<input type="text" value="Owner/Director"/>		

The application will then ask more questions about affiliation with the sponsor. Most of the time this will be affiliate (in other words, owned by the sponsor). I always forget about the question in the middle of the text boxes. You are required to answer that question about being sponsored by another agency previously. Most of the time that will be no.

Then, you will need to complete the center contact information for the person on site that is responsible for the CACFP. The name, phone, and title are required fields for this part.

Site Application

Schedule

C1. A. Months of Operation
(Check all that apply)

All: ☐ Jan: ☒ Feb: ☒ Mar: ☒ Apr: ☒ May: ☒ Jun: ☒
 Jul: ☒ Aug: ☒ Sep: ☒ Oct: ☒ Nov: ☒ Dec: ☒

B. Days of Operation
(Check all that apply)

Mon-Fri: ☐
 Mon: ☒ Tue: ☒ Wed: ☒ Thu: ☒ Fri: ☒ Sat: ☐ Sun: ☐

Regular Schedule

C2. Normal Hours of Center Operations: Time Open: 5 AM :45 Time Close: 6 PM :15

C3. Standard Meals Schedule

Meals	Typical Shift		Second Shift (Optional)	
	Start Time	End Time	Start Time	End Time
<input checked="" type="checkbox"/> Breakfast	6 AM :00	7 AM :00	7 AM :00	8 AM :00
<input checked="" type="checkbox"/> AM Snack	9 AM :00	9 AM :30		
<input checked="" type="checkbox"/> Lunch	11 AM :30	1 PM :00		
<input checked="" type="checkbox"/> PM Snack	3 PM :00	3 PM :30	4 PM :00	4 PM :15
<input type="checkbox"/> Supper				
<input type="checkbox"/> Evening Snack				

Additional Sponsor notes related to Standard Meal Service:

Two shifts for breakfast - some children arriving early without eating breakfast.
 Second snack is for school age children.

The next part will ask you about your schedule – months of operation, days of operation, and meal service times. Please be aware that the system was supposed to default everyone to Monday through Friday meals. However, that is not currently working correctly and it appears to be marking every day. So you will want to check that closely and uncheck the Saturday and Sunday if your site is not open on those days of the week. We are working to get them to correct that but if it doesn't get corrected, just be aware to watch for it.

Site Application

C4. At-Risk Meals

Meals	Typical Shift		Second Shift (Optional)	
	Start Time	End Time	Start Time	End Time
<input type="checkbox"/> Breakfast	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> AM Snack	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> Lunch	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> PM Snack	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> Supper	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00
<input type="checkbox"/> Evening Snack	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00	<input type="text"/> :00

Additional Sponsor notes related to At-Risk Meal Service:

Weekend Schedule

C5. Weekend Hours of Operations: Time Open: :00 Time Close: :00

Additional Sponsor notes related to Weekend Service:

These cells will be greyed out (cannot do anything) unless it is an at-risk site (C.4) or a weekend day is marked (C.5)

If you had marked that this site is an at-risk after school site then you will be required to fill in these questions also...specifically for the meals served to the school aged children. If the site is not marked as an at-risk site you won't be able to do anything with these boxes.

Additionally, if the site is open on weekends you will need to answer the question about weekend hours. If you don't have Saturday or Sunday marked then these cells will be greyed out.

Site Application

Food Service

C6. How are meals prepared?

☒ Prepared on site

☐ Prepared at Central Facility and Delivered

☐ Contracted with a School

☐ Purchased from a food service vendor

☐ Other

If Other, please explain:

C7. How are meals served?

☒ Unitized (Restaurant Style)

☒ Family Style

☒ Other

If Other, please explain: older children walk through serving line, count taken at end of line

C8. Check all meals that are purchased through a food service vendor or from a school:

☐ Breakfast ☐ Lunch ☐ Supper ☐ Snacks

C9. Do you have a food service contract? ☒ Yes ☐ No

C10. Name of Food Service Vendor or School:

C11. Contract Period: From: To:

The greyed out boxes only “appear” if Contracted with a School or Purchased from a Food Service Vendor is marked.

The next questions will ask about the meal service. How are meals prepared and how are they served. If you have any type of contract then the questions about contracts will “appear” and you will be required to fill out those items.

Site Application

Adult Care Centers Only	
C12. If used, which meal types does offer vs. serve apply? <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Not Used	
Participants	
D1. Number of enrolled participants in each income eligibility category:	A. Free Category: <input type="text" value="7"/>
	B. Reduced-Price Category: <input type="text" value="3"/>
	C. Paid Category: <input type="text" value="54"/>
	D. Total Enrolled: 64
Certification	

The Adult Care Centers question will only appear if the site is marked as an adult care center at the top.

The next section will only appear if you marked adult day care center. This question needs to be answered for adult day care centers.

The participants section needs to be filled out by every agency. If the site is approved for all-free or chooses to claim as all paid or if there is ever a time when there are no children in one group, make sure to record "0" in the field of that will show up as an error.

Site Application

Certification

☒ The sponsor/local agency agrees to:

- provide meals that meet the meal pattern requirements set forth at 7 Code of Federal Regulations (CFR) 226.20.
- claim reimbursement only for eligible meals.
- comply with civil rights requirements (including use of the required nondiscrimination statement in any materials and/or advertising done by the local agency which makes reference to the CACFP and/or admissions).
- maintain appropriate records to document compliance with Program requirements.
- comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State.

On behalf of the Sponsor/Local Agency I hereby certify that under penalty of perjury that the information on these application forms is true and correct, and I will immediately report to the State any changes that occur to the information submitted.

I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

Created By: mhall on: 9/26/2014 2:45:04 PM Modified By: mhall on: 9/26/2014 2:45:04 PM

Save

Cancel

VIEW

MODIFY

Finally, you will click on the certification box and hit Save.

You can always save before you are done. Just know that the errors will be there and need to be corrected before you submit it for approval.

Site Input Errors

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

0001 Status: Active
HIM 1
810 Governors Drive
Pierre, SD 57501

Input Errors
G| The zip code entered is not a valid zip code. Please re-enter.

Version: Rev. 1

Street Address

A10. Address Line 1: 810 Governors Drive
Address Line 2:
A11. City: Pierre
A12. State: SD Zip: 5750
A13. County: Hughes (32)

Again, if there are any input errors it will not allow you to save until those errors are corrected. Input errors are fatal errors and you cannot proceed until they are corrected.

Site Saved with Errors



Child and Adult Care Food Program

Applications | Claims | **System** | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Packet Center List - CACFP > Program Year: 2014 - 2015

**Child & Adult Care Food Program
Site Application for 2014 - 2015**

7050101 Status: Active Hearts in Motion 810 Governors Drive Pierre, SD 57501	0001 Status: Active HIM 1 810 Governors Drive Pierre, SD 57501
--	--

The Site Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Site Application can be processed. You may correct the errors now by clicking "< Edit" or you may return to the Site Application later.

< Edit Finish

Then, the edit checks will run and you will be notified if there are any errors. Again, click on edit (or come back later and modify) to correct those errors.

Site Application - Errors

7050101	Status: Active	0001	Status: Active
Hearts in Motion		HIM 1	
810 Governors Drive Pierre, SD 57501		810 Governors Drive Pierre, SD 57501	

Code	Error Description
303000	License / Registration Information - At least one Site Type must be checked.

Version: Rev. 1

License / Registration Information

A1. Site Type:

Adult Care Center ☐

Child Care Center

Child Care ☐ Outside School Hours ☐ Emergency Shelter ☐

Head Start ☐ At-Risk Afterschool Care Center ☐

This is an example of a site level error.

Site Application – Not Submitted

Child and Adult Care Food Program

Applications | Claims | **Reports** | Security | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2014 - 2015

Child & Adult Care Food Program
Application Packet - Site List for 2014 - 2015

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Action	Site #	Site Name	Type	Latest Version	Status
View Modify	➔ 0001	HIM 1	CC	Rev.	Not Submitted
View Modify	➔ 0002	HIM 2	AC	Rev.	Not Submitted

Add Site

Total Sites Enrolled: 2

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Once the site is saved without any errors, the words Not Submitted will appear in the status column. Notice that the red arrow is still there. That is how it is supposed to be (I asked).

You would follow that same process for each of the sites that will be operating this year.

Site Not Listed?

Child and Adult Care Food Program

Applications | Claims | **Centers** | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Packet Center List - CACFP > Program Year: 2014 - 2015

Child & Adult Care Food Program
Application Packet - Site List for 2014 - 2015

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Action	Site #	Site Name	Type	Latest Version	Status
View Modify	➔ 0001	HIM 1	CC	Rev. 1	Pending Validation
View Modify	➔ 0002	HIM 2	AC	Rev. 1	Pending Validation

[Add Site](#)

Total Sites Enrolled: 2

[< Back](#)

Again, if any site is not listed, click on add site. That will bring up a list of possible sites that you can add.

Site Not Listed?

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Packet Center List - CACFP >

Available Site(s)

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Site	Site Status
No Sites for this Sponsor.	
Add New Site	

< Back

- List of potential sites would populate (on CACFP in last two years)
- Only the State office can add a new site.
 - If you need to add a new site, contact the CANS office.

If you don't see the list then we will have to add the new site at the state level. Contact me to get a new site added. If I cannot do it I will tell you who can do it.

Checklist Items

Child and Adult Care Food Program

Applications | Claims | Forms | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

**Application Packet
Sponsor of Affiliated Sites**

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors/Principals	Original	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	➔ Checklist (11)		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

[Show Packet History](#)

[Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Now that the sites have been added you can go back up to the checklist items. You will see now there are 11 items. Click on Details.

Sponsor Level Checklist Items

Child and Adult Care Food Program

Applications | Claims | **Centers** | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Checklist > Program Year: 2014 - 2015

CACFP Checklist Summary

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Hearts in Motion	7	0	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
HIM 1	2	0	0
HIM 2	2	0	0

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You will notice they are separated by sponsor level and site level. Each site will have separate checklist items.

First we will talk about the Sponsor Checklist Items. Click on the sponsor name (highlighted in yellow here).

Sponsor Level Checklist Items

VIEW | MODIFY

CACFP Checklist

7050101 Status: Active
Hearts in Motion
 810 Governors Drive
 Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/ CANS	Status	Status Date	Last Updated By
Free and Reduced Meal Packet for Centers		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Description of billing and payment collection procedures		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
* Management Plan - Sponsors of Centers		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Fiscal policies and procedures		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Policy Statement for Sponsors of Centers		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Public Release for Sponsors of Centers		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Annual Certification Statement		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

Checklist items are still not populating correctly.

If you question something that you are asked to attached, contact the CANS office.

Please note that this is just a sample for this agency. The checklist items are still being worked out. I have crossed out the ones that were there and should not have been there. Also, some of the wording was not accurate. However, this gives you an idea of what it will look like.

Sponsor Level Checklist Items

VIEW | MODIFY

CACFP Checklist

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
1 Free and Reduced Meal Packet for Centers	2 <input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Description of billing and payment collection procedures	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Management Plan - Sponsors of Centers	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Fiscal policies and procedures	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Policy Statement for Sponsors of Centers	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Public Release for Sponsors of Centers	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Annual Certification Statement	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling

3

Action	Checklist Item	Comment	Attachment Date/Time
	There are no attachments		

Save Cancel

Complete steps 4 and 5 **after** you have uploaded any documents that you wish to upload.



So, first off, an item in blue print indicates that you can click on it for the prototype form. If it is not in blue then it is not something you can get from us (such as a license, a nonprofit status letter, etc.)

Secondly, if you see a paperclip next to the item then it is something that you can upload into the system. If you do not see a paperclip, contact us. It is likely an error in the system. We want you to be able to upload the documents. Once an item has been uploaded into the system it will show up at the bottom (see #3) of the screen. You can go in and edit from there if needed.

Then you will need to put a check in the box in the submitted to CANS column and then the date you submitted it. The date will automatically populate as today's date. You can change that if you had submitted something previously or will do later. Note – do not mark these boxes (see 4 and 5 on the screen) until you are done attaching the checklist items (if you are attaching any). You can still mail, fax, or email these items. We just cannot approve them until they are in our office.

Attaching Checklist Items (sponsor or site level)

The screenshot displays the 'Child and Adult Care Food Program' application interface. At the top, a table lists required forms/documents to send to CANS. The first row, 'Free and Reduced Meal Packet for Centers', has a paperclip icon circled in blue. Below this, the 'Checklist File Upload Detail' form is shown. It includes fields for 'Program' (Child & Adult Care Food Program) and 'Checklist Item' (Free and Reduced Meal Packet for Centers). The 'Upload Detail' section contains two numbered steps: 1. 'File To Upload:' with a 'Browse' button circled in blue and labeled '1'; 2. 'Comments:' with a text area and a 'Save' button circled in blue and labeled '3'. A 'Cancel' button is also present. The interface includes navigation tabs (Applications, Claims, Security, Search) and a user menu (Year, Help, Log Out).


Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/ CANS	Status	Status Date	Last Updated By
Free and Reduced Meal Packet for Centers				Pending Approval	09/25/2014	mhallling


Checklist File Upload Detail



Checklist

Program: Child & Adult Care Food Program
Checklist Item: Free and Reduced Meal Packet for Centers

Upload Detail

1. File To Upload:  **1**

2. **Comments:**  **2**

 **3** 

So, just a little more about uploading documents. When you click on the paperclip next to the item that you want to upload a box will show up. You will click on “browse” (see 1 on the screen). Find the document that you want to attach and then click on that. It will now show up on the screen in that grey box. You can add comments about the attachment if needed. Then click save.

Sponsor Level Checklist Items

VIEW | PRINT

CACFP Checklist

7050101 Status: Active
Hearts in Motion
 810 Governors Drive
 Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/ CANS	Status	Status Date	Last Updated By
Free and Reduced Meal Packet for Centers	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Description of billing and payment collection procedures	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Management Plan - Sponsors of Centers	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Fiscal policies and procedures	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Policy Statement for Sponsors of Centers	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Public Release for Sponsors of Centers	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling
Annual Certification Statement	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/25/2014	melissahalling

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Free and Reduced Meal Packet for Centers		9/27/2014 11:02:02 AM

That item now appears at the bottom. I did not add any comments but those would show up here in the comments column.

Again, after attaching all of the items you will need to complete the submitted to CANS and date columns for all checklist items. This is the last thing you do before exiting this page by clicking save.

Sponsor Level Checklist Items

The screenshot shows a web application titled "Child and Adult Care Food Program" for the South Dakota Department of Education. The interface includes a navigation bar with links for Applications, Claims, Reports, Security, and Search. A breadcrumb trail indicates the user is in "Applications > Application Packet - Centers". The "Program Year: 2014 - 2015" is displayed in the top right. The main content area is titled "CACFP Checklist" and displays information for a center with ID 7050101, status "Active", and name "Hearts in Motion". The address is listed as "810 Governors Drive, Pierre, SD 57501". A message states "The Checklist has been saved." At the bottom, there are buttons for "< Edit" and "Finish".

There will not be an error message given if all checklist items are not attached (or submitted). However, you will not be able to submit the application for approval if they are not all attached.

You will not get error messages if some checklist items are not attached. However, you will not be able to submit the application for approval until they are either attached or you have told us they were submitted to CANS and the date they were submitted. You can come back to them if they are not all ready to be submitted yet.

Site Level Checklist Items

Child and Adult Care Food Program

Applications | Claims | **Reports** | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Checklist > Program Year: 2014 - 2015

CACFP Checklist Summary

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Hearts in Motion	7	0	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
HIM 1	2	0	0
HIM 2	2	0	0

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The site level attachments work in the same exact manner. Make sure to go into each site as the lists will be generated at the site level.

Site Level Checklist Items

Child and Adult Care Food Program

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

[Applications >](#) [Application Packet >](#) [Centers >](#) [Checklist >](#)

Program Year: 2014 - 2015

[VIEW](#) | [MODIFY](#)

CACFP Checklist

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

0001 Status: Active
HIM 1
810 Governors Drive
Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Civil Rights Data Collection	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/27/2014	mhalling
Title XIX, Title XX or Free/Reduced Price Meal Beneficiaries Documentation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	09/27/2014	mhalling

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

Here are some sample site level checklist items. These populate based on the questions that you answered on the site application.

Site Level Checklist Items

Child and Adult Care Food Program


[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

[Applications](#) > [Application Packet](#) > [Centers](#) >

Program Year: 2014 - 2015

[VIEW](#) | [MODIFY](#)

CACFP Checklist

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

0001 Status: Active
HIM 1
810 Governors Drive
Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/ CANS	Status	Status Date	Last Updated By
Civil Rights Data Collection	 <input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/27/2014	mhallling
Title XIX, Title XX or Free/Reduced Price Meal Beneficiaries Documentation	<input checked="" type="checkbox"/>	09/27/2014	<input type="checkbox"/>	Pending Approval	09/27/2014	mhallling

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Civil Rights Data Collection		9/27/2014 11:08:48 AM

Again, you can upload them or you can submit them by another means. Make sure to mark that they were submitted and the date before you exit the screen. Again you will not get error messages if they are not complete but you will not be able to submit the application for approval.

Submitting the Application

Application Packet
Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
 810 Governors Drive
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors/Principals	Original	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	✓ Checklist (11)		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

< Back
Submit for Approval
Withdraw Packet

[Show Packet History](#)

When the application is ready for approval you will see green check marks. Note that you do not see the check mark by the site applications but they are listed as pending. At least one site application must be listed a pending before you can submit for approval. If the other sites are not ready for approval yet they will be shown as in error. You will only be able to claim for sites that have been approved.

So, when ready, click on Submit for Approval.

Confirm Submit Application

Child and Adult Care Food Program

Applications | Claims | **Security** | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2014 - 2015

Application Packet Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action

View | Modify
Details
View | Modify
Details
View

Message from webpage

You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

Show Packet History

< Back Submit for Approval Withdraw Packet

You will not be able to make any modifications to the application after this point - until the state has either approved the application or returned the application for correction. You can still view it.

You will get a confirmation screen.

If the application cannot be submitted you will get a message at the top of the screen. I have found this is normally tied to site application issues.

Click on ok if you are ready to submit.

Application Submitted

Child and Adult Care Food Program

Applications | Claims | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

Application Packet Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date: 09/27/2014
Packet Approved Date:
Packet Original Approval Date:
Packet Status: **Submitted for Approval**

The Application Packet is currently under review by the State and is unavailable for changes.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	✓ Board of Directors/Principals	Original	Pending
View	✓ Sponsor Budget Detail	Original	Pending Approval
Details	✓ Checklist (11)		
View	Application Packet Notes for Sponsor		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

[< Back](#)
[Submit for Approval](#)
[Withdraw Packet](#)

Show Packet History

At this point you will no longer be able to modify the application. You will get a message to that affect at the top of the screen until it has been approved. Notice the packet status is now listed as submitted for approval. You should also get an email notification that it has been submitted. I will also be notified that it has been submitted so that I can go in an approve my portions.

I will do my review and Phyllis will approve the budget. If we have any questions or need more information the application will be returned to you for correction.

Application Returned

Child and Adult Care Food Program South Dakota DEPARTMENT OF EDUCATION

Applications | Claims | Security | Search | Year | Help | Log Out

Applications > Application Packet > Centers > Program Year: 2014 - 2015

Application Packet
Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: **Returned**

Action	Form Name	Latest Version	Status
View Revised	✓ Sponsor Application	Original	Approved
Revise Details	✓ Board of Directors/Principals	Original	Approved
View Revise	✓ Sponsor Budget Detail	Original	Approved
Details	✓ Checklist (11)		
View	Application Packet Notes for Sponsor (1)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2

< Back Submit for Approval Withdraw Packet

Show Packet History

You should receive an email notification that it has been returned. When you go back in you will see returned as the packet status. You will likely also see a note either at the top of the page or under the Application Notes to Sponsor. You can open the notes by clicking view.

Application Notes

The screenshot shows a web application interface for the South Dakota Department of Education. The main heading is "Child and Adult Care Food Program". Below this is a navigation bar with links: Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. The breadcrumb trail indicates the current location: Applications > Application Packet - Centers > Notes >. The page title is "2014 - 2015 CACFP Application Packet Notes".

The application details for "Hearts in Motion" are displayed:

- 7050101 Status: Active
- Hearts in Motion**
- 810 Governors Drive
- Pierre, SD 57501

The section "9/27/2014 Free and Reduced Price Meal Application" contains the following text:















We cannot approve the free and reduced price meal application. The forms that were attached are last year's forms. There have been changes made to the forms for the current year. Please attach a copy of the corrected forms. You can find the current forms as a hyperlink for this checklist item or under the downloaded forms option under applications. Resubmit once the correct forms are attached.

Created By: melissahalling on: 09/27/2014 12:18:31 PM Modified By: melissahalling on: 09/27/2014 12:20:22 PM

A "< Back" button is located at the bottom of the page.

The note will then display a message for what needs to be corrected and resubmitted. Click on back and then go to the appropriate section to correct. In this case it was a checklist item.

Application Returned – Correction

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/ CANS	Status	Status Date	Last Updated By
Free and Reduced Meal Packet for Centers		<input checked="" type="checkbox"/>	09/27/2014		Pending Approval	09/27/2014 melissahalling
Description of billing and payment collection procedures		<input checked="" type="checkbox"/>	09/27/2014		Approved	09/27/2014 melissahalling
Management Plan - Sponsors of Centers		<input checked="" type="checkbox"/>	09/27/2014		Approved	09/27/2014 melissahalling
Fiscal policies and procedures		<input checked="" type="checkbox"/>	09/27/2014		Approved	09/27/2014 melissahalling
Policy Statement for Sponsors of Centers		<input checked="" type="checkbox"/>	09/27/2014		Approved	09/27/2014 melissahalling
Public Release for Sponsors of Centers		<input checked="" type="checkbox"/>	09/27/2014		Approved	09/27/2014 melissahalling
Annual Certification Statement		<input checked="" type="checkbox"/>	09/27/2014		Approved	09/27/2014 melissahalling
Action						
View	Modify	Checklist Item		Comment		Attachment Date/Time
		Free and Reduced Meal Packet for Centers				9/27/2014 11:02:02 AM

So, I go into the checklist items, see that the f/rp application is still pending approval. I modify the attachment and then go down and click on modify. That will open up the document that is attached. Click on browse to reattach the corrected document.

Submit for Approval – no button?

Child and Adult Care Food Program

Applications | Claims | Security | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2014 - 2015

Application Packet
Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: **Returned**

Action	Form Name	Latest Version	Status
View Revises	✓ Sponsor Application	Original	Approved
Revise Details	✓ Board of Directors/Principals	Original	Approved
View Revise	✓ Sponsor Budget Detail	Original	Approved
Details	✓ Checklist (11)		
View	Application Packet Notes for Sponsor (1)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2

< Back Submit for Approval Withdraw Packet

Show Packet History

If Submit for Approval button is not showing up – remember to go in and revise one of the application pieces. You don't need to change anything but do need to open it and then save it again for it to trigger the Submit button.

So, now I have corrected the mistake but still not submit for approval. This is the one glitch that cannot be fixed. If an application is returned you need to go back into the sponsor application, scroll down, and click save. This will allow it to be resubmitted.

Resubmit for Approval

Child and Adult Care Food Program


[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

[Applications](#) > [Application Packet](#) > [Centers](#) >
 Program Year: 2014 - 2015

Application Packet Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
810 Governors Drive
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Revise Details	✔ Board of Directors/Principals	Original	Approved
View Revise	✔ Sponsor Budget Detail	Original	Approved
Details	✔ Checklist (12)		
View	Application Packet Notes for Sponsor (1)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2

[< Back](#)
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[Show Packet History](#)

Notice the green check is still there but the sponsor application has “not submitted” next to it. This allows the submit for approval button to appear. Click on that and confirm the resubmit and it will once again be sent to the state for approval. We will go back in and review it.

Application Approved

Application Packet
Sponsor of Affiliated Sites

7050101 Status: Active
Hearts in Motion
 810 Governors Drive
 Pierre, SD 57501

Packet Submitted Date: 09/27/2014
 Packet Approved Date: 09/29/2014
 Packet Original Approval Date: 09/29/2014
 Packet Status: **Approved**

Packet Assigned To: Melissa Halling

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Rev. 1	Approved
Revise Details	✓ Board of Directors/Principals	Original	Approved
View Revise	✓ Sponsor Budget Detail	Original	Approved
Details	✓ Checklist (12)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Sponsor (1)		

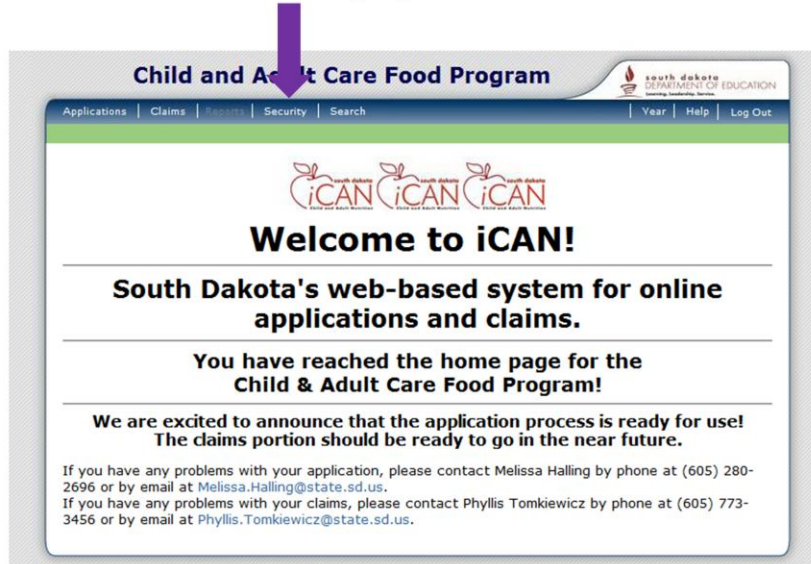
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2

[< Back](#)
 [Submit for Approval](#)
 [Approve](#)
 [Return](#)
 [Deny](#)

[Show Packet History](#)

Once approved, the application status will be set to approved. You can always go in to modify it but claims will only be paid on approved application. Each time you make a revision you need to resubmit it to our office for approval. This is a little different for home providers but we will cover that in a separate training.

Changing Password



So, now back to a few things I mentioned at the beginning. Changing your password. This process is very simple. Click on Security.

Changing Password

Child and Adult Care Food Program

Applications | Claims | **Security** | Search | Year | Help | Log Out

Security >

Item	Description
Change Password	Change Password for Logged-In User

Child and Adult Care Food Program

Applications | Claims | **Security** | Search | Year | Help | Log Out

Security > Change Password >

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Save Cancel

Then click on change password at the next screen.

Then enter and confirm your new password.

Changing Password

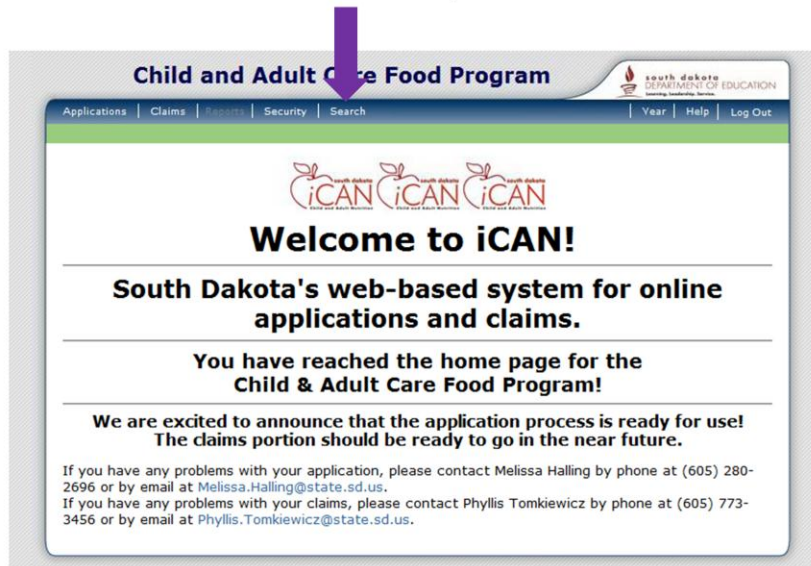
Your password must comply with the following rules:

- 1) at least 10 characters long
- 2) at least 1 number
- 3) at least 1 special character (\$,%,^,&,+,=)
- 4) cannot contain your user name.

Make sure your password complies with the rules.

Click save.

Search Option



Most useful when your user ID is associated with more than one sponsor.

The search item was already covered in detail previously. This option is needed for users that work with more than one sponsor.

Search Option (if needed)

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search

Year | Help | Log Out

Program Year: 2013 - 2014

CACFP Sponsor Search

Search for Sponsors

Agreement Number:

Sponsor Name:

Vendor Number:

FEIN:

County:

Sponsor Status:

Packet Status:

Field Service Rep:

Packet Assigned To:

Program Status:

Program:

Sponsors Found: 1

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
7050101(C)	Hearts in Motion	Approved	09/26/2014	09/26/2014	

This screen is the only way to switch from one agency to a different agency.

Changing Years



If you need to change the year you are looking at or modifying, click on year.

Changing Years

Select Year
2014 - 2015
2013 - 2014 < Selected

Once you change the year then you need to go back up to the blue menu bar to go to where you want to look at or modify information (applications, claims, etc.)

Click on the year you want. After that you will need to go back up to the blue bar to click on what you want to do. Do not hit the back button on your browser as the year will not be changed.

Always Remember to Log Out



Final reminder – always remember to log out!! This will take you back to the sign on screen.

Things You Need to Know

- Every Agency is Referred to as a **Sponsor**!
 - Even if you only have 1 site
- iCAN Sponsor User Manual
 - <http://doe.sd.gov/cans/cacfp.aspx>
(under documents and under applications)
- Need Help from CANS?
 - Doe.icanhelp@state.sd.us
 - Phone: 605-773-3413
 - Most people in the office should be able to assist you.

A couple of things that are helpful to know.

- 1) Every agency is called a sponsor in this program. We tried to get them to change that but they would not change it. Sponsor was standard across the 34 other states so they would not make that change. We will adjust. It will just be important to remember that even an independent center is now called a sponsor. Previously sponsor was only used if the agency had more than one site.
- 2) If you need help, there is a help desk for this system. Emails can be sent to this email box. It will be checked regularly. Feel free to contact me directly if your needs are urgent at this point in time.
- 3) If I am out of the office call the main line. Most everyone in the office should be able to answer questions that are specific to the iCAN website.



<https://ican.sd.gov/ican/splash.aspx>

So, what you are all waiting for:

The iCAN website link....

This link can also be found on the CANS website. The address will also be on the next screen in case you didn't have time to write it all down.

Your User ID and Start-up Password

Your User ID:

First Name Last Name (no spaces – not case sensitive)

Your Password:

\$reset1234 (case sensitive)

You will be prompted to change this immediately!

<https://ican.sd.gov/ican/splash.aspx>

To access the system, your User ID is your first name last name (no spaces). The user id is not case sensitive so it doesn't matter if you use capital letter or lowercase letters.

Your temporary password is \$reset1234. This is case sensitive so make sure you are using all lowercase letters.

If you find that your user ID is not working, please call Cheriee Watterson to ask her about getting a new one. She can be reached by calling the main office at (605) 773-3413. She will be happy to work with you!